

## **Policy 437     EVALUATION OF NON-LICENSED PERSONNEL**

### **I.        PURPOSE**

The purpose of staff performance evaluations is to provide the best possible learner outcomes for students of the Northfield School District. Effective school employees are essential to achieve this goal. Providing staff with feedback and coaching for continuous improvement will result in improved learner outcomes, higher quality services and the best educational opportunities for students that prepare them for lifelong success.

### **II.      EVALUATION OF NON-LICENSED PERSONNEL**

- A.      Probationary non-licensed employees will be evaluated by their immediate supervisor at least one month prior to the end of the employee's probationary period.
- B.      Regular non-licensed employees will be evaluated on a cycle at least once every five years.
- C.      Evaluations will be reviewed with the employee. If the employee disagrees with the evaluation, they will have the right to attach a response to the evaluation. This response will become part of their personnel file.

Policy 437 Evaluation of Non-Licensed Personnel

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Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota